

**Job Title:** **Academic Specialist**  
Full-Time Unlimited

**State Job Classification:** College Laboratory Assistant 2  
Option: Study Skills

**M State Location:** Moorhead Campus

**Position Purpose** This position exists to support M State students in achieving academic success through tutoring, library and proctoring services. The position provides support and learning services and activities which are intended to increase student persistence and completion for all populations of M State students.

The values that guide our work include: access and opportunity, equity, inclusion and belonging, cultural competence, cultural responsive pedagogy & service, and community engagement. Our educational environments are culturally relevant, responsive, and innovative to the students we serve. Our students are assets, we affirm their identities and lived experiences, and provide spaces that are emotionally safe and reflect who students are.

**Responsibilities:**

- On a daily basis, live the mission and vision of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is core component of the position and work responsibilities.
- Support students with acquiring skills toward independence in their learning.
- Support students in identifying and accessing reputable resources and materials.
- Provide support for campus and college operations.
- Support college-wide efforts to ensure high quality academic support.
- Perform other related duties as assigned by Director of Dual Enrollment and Academic Success.

**Position Qualifications:**

- Associate or higher degree in related area (communications, writing, reading, speech, and/or mathematics); AND
- One academic year of teaching/tutoring experience in Study Skills at the high school level or above; OR
- An equivalent combination of education and work experience.

**Preferred Qualifications:**

- Experience with a CRM (customer relationship management system)
- Experience working with college students
- A commitment to supporting students where they are and providing accurate information and appropriate alternatives in a timely, thorough, friendly/courteous, respectful, and professional manner.

**Detroit Lakes**  
900 Highway 34 E.  
Detroit Lakes, MN 56501  
218.846.3794 fax

**Fergus Falls**  
1414 College Way  
Fergus Falls, MN 56537  
218.736.1510 fax

**Moorhead**  
1900 28<sup>th</sup> Ave. S.  
Moorhead, MN 56560  
218.299.6810 fax

**Wadena**  
405 Colfax Ave. SW  
Wadena, MN 56482  
218.631.7901 fax

- Able to operate personal computers, use various software and web-based applications, and other office equipment sufficient to locate catalog information, educational resources, word-process documents, complete forms, and prepare reports.
- Able to communicate effectively orally and in writing sufficient to determine and respond to the informational and backgrounds; to train, direct and evaluate work of student employees and to assist the professional library staff to maintain the library collection according to library policy and procedures.
- Working knowledge of library classification system(s) and standard library reference tools sufficient to assist clients in locating materials and conducting research.
- Ability to apply and support detailed coding or cataloging systems sufficient to create tracking for new print and non-print library acquisitions and locate and replace existing materials.

**Physical Requirements** ▪ Able to lift 15 pounds overhead and 6 feet in the air.

**Work Days/Hours:** Academic Year (mid-August – mid-May)  
Monday – Friday | 8:00 am – 4:30 pm

Summer:

- 30 hours per week

**Salary Range:** \$19.56 - \$27.33 per hour  
\$40,841 - \$57,065 annually

**Benefits:** Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)

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- Tuition reimbursement
- Federal Public Service Student Loan Forgiveness Program

**APPLICATION DEADLINE: August 24, 2023**

- How to Apply:** Go to <https://mn.gov/mmb/careers>
- Search for **Job Opening ID#68590**
  - Select "Apply for Job" at the top of the page.
  - If you have questions about applying for jobs, contact the job information line at 651-259-3637.
  - For additional information about the application process, go to <https://mn.gov/mmb/careers>

- Application Must Include:**
- Cover letter
  - Resume
  - Names and contact information of 3 professional references

**For more information,** Becky McMahan.....218.299.6533  
**contact:** [becky.mcmahan@minnesota.edu](mailto:becky.mcmahan@minnesota.edu)

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: <http://www.minnesota.edu>

**NOTICE:** *In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.*

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